



# Motor Vehicle Clerk

## Yellowstone County Equal Opportunity Employer 3 Positions Available



*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

**Posting Date:** February 8, 2022

**Department:** Motor Vehicle

**Salary:** \$13.82-\$15.54 per hour

**Grade:** C

**Hours:** Monday - Friday Hours TBD, 40 hour work week

**FLSA:** Non-Exempt

**Accepting applications until filled. First review of applications on February 22, 2022**

### **FUNCTION:**

Greets and assists customers at the counter in completing transactions to obtain motor vehicle titles and processes Motor Vehicle Department transactions.

### **MINIMUM QUALIFICATIONS:**

- Graduation from high school or GED; **and**
- One (1) years' experience in the performance of secretarial duties, including visitor reception tasks and the maintenance of records and files ; **or**
- Any equivalent combination of experience and training.

### **SELECTION PROCESS MAY INCLUDE:**

- Background checks are required prior to granting access to Motor Vehicle Division system.
- Applicant must pass a background check, which will include, at a minimum, both a finger print-based, multi-state criminal background check and a National Sexual Offender Registry check.

### **CERTIFICATIONS:**

- Notary Public licensed by the State of Montana, if appropriate.

***Job description available upon request.***

### **TO APPLY:**

**Submit applications for first review by 5:00 pm on February 22, 2022;**

- 1. County Application**
- 2. Names, addresses and phone numbers of three (3) employment-related references**
- 3. Resume**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Apply online or download application at [www.yellowstonecountymt.gov](http://www.yellowstonecountymt.gov) Be sure to include your resume.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.